

**This document contains information on class specifications recently revised/created and pending actions to class specifications.** **2/10/09**

## **Revised/New Title Class Specifications**

(Class specifications will remain listed one month from effective date)

<u>Occ Code</u>	<u>Title</u>	<u>Action</u>
287A	Parks and Recreation Manager	Effective 1/23/09, spec revision.
269B	Parks and Recreation Design Manager	Effective 1/23/09, spec revision.
118	Clerk-Stenographer I	Effective 1/26/09, class abolishment.
119	Clerk-Stenographer II	Effective 1/26/09, class abolishment.
200B	Deputy Director of Parks and Recreation	Effective 1/28/09, admin review.
Many	Office Assistant-Executive Assistant Competency Matrix	Effective 1/29/09, admin review.
363A	Treasury Clerk	Effective 1/30/09, class abolishment.
376B	DSI Customer Service Representative	Effective 1/31/09, spec creation.
073	Building Permit Clerk	Effective 1/31/09, class starred.
965	License Clerk	Effective 1/31/09, class starred.
008/245C	Administrative Assistant	Effective 2/3/09, spec revisions.
335B	Human Resources Senior Consultant	Effective 2/4/09, spec revision.
536	Zoo Supervisor	Effective 2/10/09, class abolishment.

## **Pending Actions to Class Specifications**

The following class titles are in the process of being revised, created, abolished, or starred (abolished except as to present incumbents) through the 20-day notice process. If you would like to obtain a copy of the proposed class specification, please call or visit the Office of Human Resources, 400 City Hall Annex, Saint Paul, Minnesota 55102, (651)266-6500.

<u>Occ Code</u>	<u>Title</u>	<u>Action</u>	<u>Anticipated Implementation Date</u>
208	Golf Course Superintendent	Spec revision & change in rate	Resolution pending
369B	Water Distribution Supervisor III	New title	Resolution pending
314A	Administrative Manager	Title change & grade change	2/12/09
575A	Police Research and Grants Manager	Spec revision	2/19/09
Many	Water Quality Specialist Matrix	Matrix creation & title change	2/24/09
100B	Administrative Asst-Dept of Human Rights	Spec revision & title change	2/24/09
674 & 245A	Administrative Assistant	Spec revision	2/24/09
397B	Media Production Coordinator	Title change & spec revision	2/26/09